



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Field Office MIMaRoPa Region
1680 F.T. Benitez corner Malvar Sts., Malate, Manila

REQUEST FOR QUOTATION

RFQ No. **2023-10-1250**

Date: **October 10, 2023**

Company Name _____
Company Address _____
Contact Person _____
Contact No. _____
Email Address _____
Company TIN _____
PhilGEPS Reg. No. _____

Sir/Madam:

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. **Failure to indicate information could be basis for non-compliance.** Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are exclusive manufacturer, distributor, or agent in the Philippines for goods listed in Annex A, please attach in your quotation a duly notarized certification to this effect.

Additionally, please attach copies of your **Company's Business Permit, Mayor's Permit, PCAB License (if applicable), PhilGEPS Certificate, latest Income/Business Tax Return and a notarized or unnotarized Omnibus Sworn Statement in accordance with the attached format marked as Annex B.** If awarded, please submit immediately the duly notarized Omnibus Sworn Statement (if previously submitted is unnotarized). The **Certificate of Platinum Membership** may be submitted in lieu of the Mayor's /Business Permit and PhilGEPS Registration Number.

Please accomplish and submit this form together with Annex A to DSWD MIMAROPA Region -BAC Secretariat at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila **or email to: procurement.fomimaropa@dswd.gov.ph** not later than **5:00 PM on October 16, 2023 (Monday).** Quotations submitted to the different email address(es) as stated above shall not be considered for evaluation. Please indicate in the subject of your email the title of the Project using this format: **[RFQ Number], [Deadline of Submission].**

Very truly yours,

HARVY B. CALABO
Administrative Officer V
Procurement Section Head

10 OCT 2023

Terms and Conditions:

- Award shall be made on per: ☐ item basis ☒ total quoted price ☐ lot basis
- Price Validity shall be valid until: **One Hundred Twenty (120) Calendar days**
- Services shall be delivered on: **October -December 2023**
- Place of Delivery: **within the Philippines**
- Terms of Payment: **within 30 days upon final inspection and acceptance (send bill arrangement)**
Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable- Advice to Debit Account)
Account Name: _____ Account Number: _____
Bank Name: _____ Branch: _____
****Note: Non Land Bank of the Philippines accounts shall be charged a service fee**
- Liquidated Damages/Penalty: **In case of failure to make full delivery within the time specified above, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay shall be imposed. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of contract, the Procuring Entity may rescind or terminate the contract without prejudice to other courses of action and remedies available under the circumstances.**
- For goods please indicate brand, model and country of origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Please indicate warranty: _____
- NOTE: **"Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph to register "**

Procurement Officer

Telefax: 5328-5111 to 51115 loc. 24052
Contact Number: 09984746898

Signature Over Printed Name
(Supplier)



Note: Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PHILGEPS). You may visit the PHILGEPS website at www.philgeps.gov.ph to register

RFQ 2023-10-1250

Date: _____ (should be filled up by supplier)

MOP: NP- SVP

Company Name : _____
Company Address : _____
Contact Person : _____
Contact No. : _____
Email Address : _____
Company TIN : _____
PhilGEPS Reg. No. : _____

Item No.	Qty.	Unit	PARTICULARS	Bidder's Specifications (Please fill out the specifications in the space provided) NOTE: Supplier must state here either the statement of compliance either "COMPLY" or "NOT COMPLY". "Failure to indicate information could be basis for non-compliance."	Unit Cost	Total Cost
1	1	LOT	Service Provider for Courier Services for 2023 (Additional)			
			NEXT DAY DELIVERY			
			Express Letter - Maximum of 100 grams (actual amount will be computed in excess of 100 grams or fraction thereof)			
	400	packs	Metro Manila			
	400	packs	Luzon			
	50	packs	Visayas			
	50	packs	Mindanao			
			One Pounder- Minimum of 500 grams (actual amount will be computed in excess of 500 grams or fraction thereof)			
	500	packs	Metro Manila			
	500	packs	Luzon			
	50	packs	Visayas			
	50	packs	Mindanao			
			3 Pounder- Minimum of 1,500 grams (actual amount will be computed in excess of 500 grams or fraction thereof)			
	200	packs	Metro Manila			
	200	packs	Luzon			
	20	packs	Visayas			
	20	packs	Mindanao			
			ORDINARY DELIVERY			
			LEGAL SIZE -Minimum of 20 grams (actual amount in excess of 20 grams or fraction thereof)			
	400	packs	Metro Manila			
	400	packs	Luzon			
	50	packs	Visayas			
	50	packs	Mindanao			
			BROWN ENVELOPE- Minimum of 500 grams (actual amount in excess of 500 grams or fraction thereof)			
	400	packs	Metro Manila			
	400	packs	Luzon			
	50	packs	Visayas			
	50	packs	Mindanao			
PAGE 1 OF 2						

PURPOSE: SERVICE PROVIDER FOR COURIER SERVICES FOR 2023 (ADDITIONAL)
PR No.: 2023-10-1250

☐ VAT
☐ Non-VAT

(Signature over Printed name)
Supplier

IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) at DSWD FO MIMAROPA Region, Procurement Section within three (3) days from the date advance copy was served thru email. FAILURE to show up and sign the original P.O. means the bidder is not interested and will be ground for suspension or blacklisting in DSWD's future biddings.



Note: Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PHILGEPS). You may visit the PHILGEPS website at www.philgeps.gov.ph to register

RFQ 2023-10-1250

Date: _____ (should be filled up by supplier)

MOP: NP- SVP

Company Name : _____
Company Address : _____
Contact Person : _____
Contact No. : _____
Email Address : _____
Company TIN : _____
PhilGEPS Reg. No. : _____

Item No.	Qty.	Unit	PARTICULARS	Bidder's Specifications (Please fill out the specifications in the space provided) NOTE: Supplier must state here either the statement of compliance either "COMPLY" or "NOT COMPLY". "Failure to indicate information could be basis for non-compliance."	Unit Cost	Total Cost
			GENERAL CARGO- Minimum of 3 kilos (actual amount in excess of kilos or fraction thereof)			
	300	packs	Metro Manila			
	300	packs	Luzon			
	10	packs	Visayas			
	10	packs	Mindanao			
			Qualifications of Service Provider:			
			1. At least five (5) years' experience in courier /forwarding service both for local and foreign consignees			
			2. Has the necessary capital, tools, materials ; qualified personnel and expertise to perform the required services			
			3. Licensed as courier/forwarder			
			4. Has license/permit to operate private express and /or messengerial delivery			
			5. Has Business Permit			
			6. Can deliver door to services to MIMAROPA Provinces			
			SCOPE OF WORK:			
			1. Pick up documents from DSWD MIMAROPA Records Section as scheduled Mondays to Fridays , not later than 5:00 P.M but not earlier 2:00 P.M and /or on a Per-Call basis of urgent deliveries(with weighing scale , to determine the actual weight)			
			2. Deliver documents to all recipients nationwide the following day from receipt of documents from the DSWD MIMAROPA Records			
			3. Provide pouches to accommodate documents weighing one gram (1 gm) and more			
			4. Consolidate /Pack and deliver the documents to the consignees nationwide and international in different pouches.			
			5. Assume full responsibility for the care and custody of the deliveries.			
			6. Provide insurance for the deliveries in case of loss, damage and /or theft			
			7. Submit proof of deliveries (POD) (can be track and trace system) after receipt and complete supporting documents such as summary billing, invoice receipts for processing of documents for payment			
			8. Give feedback in case of delay during natural calamity and other uncontrollable circumstances.			
			9. Immediately inform the department and return the documents the following day to the DSWD MIMAROPA			
			10. Provide DSWD Records Section with a list of out of delivery coverage			
			* ACTUAL BILLING Based on actual Deliveries			
			*Mode of Payment: On Account - Monthly (Send Bill Arrangement)			
			APPROVED BUDGET FOR THE CONTRACT:			
			Six Hundred Seventy Five Thousand Pesos Only (Php 675,000.00)			
			PAGE 2 OF 2			

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